



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-7

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CJCSI 5705.01

3 June 1994

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

References: a. DODD 5025.12, 23 August 1989, "Standardization of Military and Associated Terminology"
b. Joint Pub 1-02, 23 March 1994, "Department of Defense Dictionary of Military and Associated Terms"
c. AAP-6(T), January 1993, "NATO Glossary of Terms and Definitions (English and French)"
d. CJCSI 5711.01, 12 July 1993, "Policy on Action Processing"
e. Joint Pub 1-01, Change 1, 14 September 1993, "Joint Publication System, Joint Doctrine and Joint Tactics, Techniques, and Procedures Development Program"

1. Purpose. To establish policy for the coordination, standardization, and promulgation of joint and NATO military and associated terminology.

2. Cancellation. This instruction cancels CJCS MOP 59, 25 March 1991, "Standardization of Military and Associated Terminology."

3. Applicability. This instruction applies to the Office of the Secretary of Defense (OSD); the Military Services; the Joint Staff, including activities and agencies reporting through the Chairman of the Joint Chiefs of Staff; the combatant commands; and the Defense agencies.

4. Policy. In accordance with reference a, DOD policy on terminology is to improve communications and mutual understanding within the Department of Defense, with other Federal agencies, and between the United States and its allies through standardization. Policy details are in the Enclosure.

5. Definitions. See reference b.

6. Joint Staff Responsibilities

a. In accordance with reference a, the Director for Operational Plans and Interoperability (J-7), Joint Staff, acting for the Chairman of the Joint Chiefs of Staff, is responsible for:

- (1) Establishing policies, criteria, and procedures concerning the standardization of joint and NATO military and associated terminology, and representing the United States on military and associated terminology matters.
- (2) Publishing reference b and other joint glossaries as required.
- (3) Implementing standardization agreements on NATO terminology for reference c.
- (4) Providing the central office for DOD management of joint and NATO military and associated terminology as required.
- (5) Representing the United States at national and international conferences on joint and NATO military and associated terminology.

b. This CJCSI establishes a US NATO Military Terminology Group (USNMTG), under the J-7 (JDD), to oversee NATO terminology matters and delegates requisite authority to that group to perform that function. Additionally, it establishes policy and procedures, under the J-7 (JDD), for joint military terminology matters.

7. Procedures. Procedures for the USNMTG and for coordination and publication of joint and NATO terminology actions are in the Enclosure.

8. Summary of Changes. This revision:

- a. Specifies the prerogative of the Chairman of the Joint Chiefs of Staff and the Secretary of Defense to direct terminology changes.
- b. Articulates procedures to improve decisionmaking at USNMTG meetings and international meetings and to more fully reflect the Goldwater-Nichols DOD Reorganization Act of 1986.
- c. Reflects the renaming of the Joint Doctrine and Allied Interoperability Division as the Joint Doctrine Division, and the Joint Military Terminology Group as the US NATO Military Terminology Group.
- d. Converts CJCS MOP 59 into a CJCS instruction.
- e. Provides expanded policy guidance for joint and NATO terminology matters.

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9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

\Signature\
CHARLES T. ROBERTSON. JR.
Major General, USAF
Vice director, Joint Staff

Enclosure:

Standardization Policy for Military and Associated Terminology

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LIST OF EFFECTIVE PAGES

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ENCLOSURE

STANDARDIZATION POLICY FOR MILITARY AND ASSOCIATED TERMINOLOGY

(The Enclosure is divided into an introduction followed by two parts. The introduction provides general guidance applicable to both joint and NATO terminology; Part I provides policy guidance for joint terminology matters; Part II provides policy guidance for NATO terminology matters.)

INTRODUCTION

1. Purpose. To establish policy for the coordination, standardization, and promulgation of joint and NATO military and associated terminology.

2. Sources of Authority. A Joint Staff Terminologist and the US NATO Military Terminology Group (USNMTG) are established by the Joint Staff pursuant to reference a and are empowered by the Director, J-7. The Chief, Joint Doctrine Division (JDD), appoints a Joint Staff Terminologist to manage joint terminology matters in accordance with established policies and procedures, and the USNMTG Chairperson to manage the NATO Military and Associated Terminology Program.

3. Director, J-7, Responsibilities. For the Chairman of the Joint Chiefs of Staff, executes oversight of the Joint and NATO Military and Associated Terminology Programs.

4. Chief, JDD, Responsibilities

a. In coordination with the Military Services, develops principles, policies, criteria, and procedures for the Joint and NATO Military and Associated Terminology Programs.

b. Appoints a Joint Staff Terminologist.

c. Appoints the USNMTG Chairperson.

d. In accordance with procedures in reference d, takes action to resolve unresolved issues.

5. Joint and NATO Terminology: Responsibilities

a. Joint Staff Terminologist/USNMTG Chairperson

(1) In coordination with the Military Services, develops principles, policies, criteria, and procedures for the Joint and NATO Military and Associated Terminology Programs.

(2) Manages the DOD office of record for joint and NATO terminology, including oversight of the Joint Terminology Master Database (JTMD), an automated information storage and retrieval system for national and international joint terminology.

(3) Subject to contractual support for the JTMD, provides a semiannual status summary of actions pending or completed during the prior 6 months.

(4) Serves as DOD Terminology Coordinator for the Joint and NATO Military and Associated Terminology Programs and as head of delegation (HOD) in NATO terminology conferences as required.

(5) Manages timely updates of reference b.

(6) Coordinates and reports the US position on NATO terminology actions to the appropriate agencies.

(7) In accordance with reference d, will normally provide DOD and NATO terminology proposals on a monthly basis for coordination and staffing to the Services and terminology points of contact from OSD, the combatant commands, and Defense agencies.

b. USNMTG Service Representatives

(1) In coordination with the Chief, JDD, and Chairperson, USNMTG, develop principles, policies, criteria, and procedures of the Joint and NATO Military and Associated Terminology Programs.

(2) Participate in joint and NATO terminology meetings as required.

(3) Coordinate terminology matters for their respective Services within the suspense dates set by Chief, JDD, with a normal length of 60 to 90 days.

(4) Prepare Service positions within the suspense dates, attending meetings if necessary.

(5) Provide Service proposals for changes as required.

6. Responsibilities of Terminology Points of Contact from OSD, the Combatant Commands, and Defense Agencies

a. Coordinate terminology matters within the suspense dates set by Chief, JDD, with a normal length of 60 to 90 days.

b. Prepare positions within the suspense dates, attending meetings if necessary.

c. Provide proposals for changes as required.

d. Provide to the Chief, JDD, approved terminology to be incorporated into Joint Pub 1-02.

PART I. JOINT TERMINOLOGY

7. Procedures. Joint terminology will be processed and approved using procedures established in reference d and this instruction. Joint terminology may be approved for Joint Pub 1-02 (reference b) in the following three ways:

a. Terms Approved in Joint Doctrine Publications. In addition to guidance from reference d and this instruction, glossaries for joint publications will be processed in accordance with reference e and reviewed by the Joint and Service terminologists during preliminary and final staffing. Comments will be forwarded as part of the staffing comments provided by the Services. The Joint Staff Terminologist, working with the Joint Staff doctrine sponsor, will ensure all joint publication glossaries are in correct format prior to this staffing and will be responsible for ensuring the subsequent validity of recommended glossary changes and their incorporation into the joint pubs prior to final approval by the Chairman of the Joint Chiefs of Staff. Upon approval of the pub, no additional promulgation will be required, and the terms will be included in the JTMD for inclusion in the next version of Joint Pub 1-02.

b. Terms Submitted Outside the Context of Joint Doctrine Publications. Proposals will be submitted by DOD components to the JDD via designated points of contact identified in reference b. The Joint Staff Terminologist will manage the processing of these proposals in accordance with reference d and this instruction. Proposals will be issued on a monthly basis. The normal staffing period is 60 to 90 days. Responses must be in writing. Concurrence/no comment responses can be given telephonically; nonconcurring responses and any other comments must be in writing with supporting rationale.

c. Joint Terminology From Higher Authority. Terminology changes may be approved for Joint Pub 1-02 (reference b) by direction of the Chairman of the Joint Chiefs of Staff or the Secretary of Defense. In these cases, the host document will specifically state that the terminology is so approved. Documents from higher authority with specifically designated changes for reference b will be forwarded to the Joint Staff Terminologist for inclusion in the JTMD and reference b. Definitions in Joint Staff and OSD directives, instructions, etc., will not be considered for inclusion in reference b unless specifically designated.

d. Terms Approved by NATO. Terminology approved for inclusion in reference c. will be considered for adoption by DOD and inclusion in reference b as DOD-NATO entries in the interest of multinational standardization.

e. Resolution. Resolution of differences on joint terminology issues will be effected using the CJCSI 5711.01 process (reference d).

f. Proposals to NATO. Joint terminology will be proposed to NATO in accordance with paragraph 10.

PART II. NATO TERMINOLOGY

8. Organization. The USNMTG is organized as follows:

a. One Joint Staff representative (normally the Joint Staff Terminologist) is designated the Chairperson of the USNMTG by the Chief, JDD. The Chairperson also represents OSD, the combatant commands, and the Defense agencies.

b. One representative of the Army.

c. One representative of the Navy.

d. One representative of the Air Force.

e. One representative of the Marine Corps.

9. USNMTG Procedures for Approving NATO Terminology. The five members of the USNMTG collectively represent all components of the Department of Defense. Each member has an equal voice. Staffing procedures are governed by reference d and this instruction. The USNMTG provides a forum with central direction by the Joint Staff for the processing and resolution of NATO terminology matters. In accordance with reference d and this instruction, it operates under the Joint Staff and represents the United States at annual NATO meetings. US positions will be developed prior to NATO meetings. Normally, the Chairperson of the USNMTG will take these positions to the meetings.

a. Procedures for Coordination. NATO terminology matters include policy and procedure in addition to terminology, which will be forwarded to USNMTG points of contact for staffing in conjunction with NATO suspense dates. Sixty (60) to ninety (90) days will normally be allowed for staffing. Members will provide responses in writing by the suspense dates. Concurrence/no comment responses can be given telephonically; nonconcurring responses and any other comments must be in writing with supporting rationale.

b. Resolution of Differences of Opinion. For approval of NATO terminology matters and related issues, all five members must be in unanimous agreement. One nonconcurrence from any member is the basis for rejection of the issue in question. Issues that lack unanimous agreement of the USNMTG, to include reclamas, will be processed in accordance with reference d.

c. NATO Meeting Preparation. The USNMTG will meet prior to NATO meetings as required to finalize US positions. USNMTG members will provide advance written statements on their positions. The Chairperson, USNMTG, will compile decisions and provide USNMTG members with a consolidated list of US positions prior to the formal NATO conference or meeting.

d. Procedure at International Terminology Meetings. When serving as HOD at international meetings, the USNMTG Chairperson will make decisions based on US positions previously agreed by the USNMTG, subject to new ideas or initiatives. On matters not expressly covered by prior USNMTG agreement, the HOD will consider the views of fellow delegates and determine the best course of action. Unanimity will be sought. In the absence of unanimity, the HOD will request deferral of the matter to the United States or direct a decision that may be subsequently rescinded by the United States during 90-day grace periods provided by the meetings. During grace periods, procedures in reference d will be used to reclama decisions.

10. US Proposals to NATO. Combatant commands, Services, the Joint Staff, OSD, and Defense agencies may propose additions, changes, or deletions in reference c for submission by the USNMTG Chairperson to the NATO Terminology Coordinator. These proposals will reflect joint terminology or may apply exclusively to NATO terminology. There also may be proposals to change policy and procedure.

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